



THE CITY OF SAN DIEGO

HOW TO OBTAIN A PERMIT TO BUILD A Residential Addition

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
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This Information Bulletin describes the minimum requirements for obtaining permits for single-story room additions and accessory structures for single-dwelling unit or duplex residences. For clarification of the permit process, visit the Development Services Center, 1222 First Avenue or call (619) 446-5000.

I. WHEN IS A PERMIT REQUIRED?

All construction work in the City of San Diego requires a permit unless it is specifically exempted by the Municipal Code. To determine if your proposed project is exempt, consult Information Bulletin 115, "Permit Exemptions." If your project is not listed as exempt, it *does* require a permit.

II. YOUR OPTIONS FOR SERVICE

Plans for certain types of residential construction can be reviewed "over-the-counter," while the customer is present, by appointment only. Residential additions that can be reviewed over-the-counter include single-story additions less than half the size of the existing single-dwelling unit or duplex. The plans must conform to the conventional construction provisions of the California Building Code. If the plans include calculations by an engineer, they are not considered conventionally constructed and cannot be checked over-the-counter. Conventional construction requirements are defined in "Dwelling Construction Under the Uniform Building Code." This booklet can be ordered from the International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, CA 90601. Forms for ordering can be obtained from the Development Services Center Public Information Counter.

Plans for most types of accessory structures such as single-story garages, carports, decks, patio covers and enclosures, etc., can also be checked "over-the-counter" if they are conventionally constructed.

Appointments for plan review are recommended. Call (619) 446-5300 to schedule an appointment. Appointments are also recommended for obtaining information prior to plan preparation.

III. PLAN SPECIFICATIONS

Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Be sure to clearly label all existing and all proposed construction.

Plans must show, in detail, that the proposed work will conform to the provisions of the California Build-

Documents referenced in this Information Bulletin

- Dwelling Construction Under the California Building Code
 - General Application, DS-3032
 - Water Meter Data Card, DS-16
 - CF-1R Form
 - Mandatory Measures Checklist, MF-1R
- Information Bulletins:
- 501 Fee Schedule, Construction Permits - Structures
 - 112 Minimum Construction Specifications
 - 115 Regulations Covering Permit Exemptions
 - 117 Regulations Covering Permit Expiration and Extension
 - 118 How to Process Changes to Approved Plans
 - 120 How to Obtain Project Inspections
 - 122 How to Prepare a Single Dwelling Unit Plot Plan and Vicinity Map
 - 132 How to Prepare a Typical Single-Story Framing Section
 - 133 Roof and Floor Framing Span Tables
 - 142 Residential Garage Conversions
 - 205 Specifications for Carports
 - 206 Specifications for Patio Covers
 - 211 How to Obtain a Permit for Residential Decks

ing Code, Zoning Ordinances, and all other relevant laws, ordinances, rules, and regulations. Many of the California Building Code requirements are summarized in Information Bulletin 112, "Minimum Construction Specifications."

Zoning information is available at the Development Services Center, 1222 First Avenue, (619) 446-5000.

Three sets of plans are required for "over-the-counter" plan review. A minimum of four sets of plans is required for projects that must be submitted into plan check. If in doubt as to whether your plans can be reviewed over-the-counter, please bring four sets to your appointment.

For accessory structure additions, such as decks, patio covers/enclosures, and carports, copies of the City Information Bulletin covering the accessory structure may be submitted with only a plot plan (See

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Be sure to see us on the WorldWide Web at www.sandiego.gov/development-services

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Section V.A). Your proposed construction, however, must be exactly as shown in the Information Bulletin. Available bulletins include: Information Bulletin 205, "Specifications for Carports," 206, "How to Obtain a Permit for Residential Patio Covers," 211, "How to Obtain a Permit for Residential Decks."

Items to include on the plans for other types of additions are described in Section V.

IV. FORMS TO COMPLETE

□ A. Permit Application

A completed general application, DS-3032, must be provided with all projects at initial presentation for plan check. The application for building permit is good for 360 days; after 360 days, a new application for a new plan file number and new plan check fees will be required. Instructions can be found on the reverse side of the application. If you intend to obtain your permit on the same day as plan review, the application must be fully completed. Note: there are *no* exceptions to the Workers' Compensation Insurance requirements. If the property owner is doing the construction work or is hiring a number of different contractors, a separate Owner-Builder Verification form must be signed by the owner at the Development Services Center before the permit can be issued.

□ B. Water Meter Data Card

A Water Meter Data Card must be completed if new plumbing fixtures are being added. This form is not required to replace or relocate fixtures, but replacement or relocation must be clearly labeled on the plans.

□ C. Title 24 Compliance Forms

A Certificate of Compliance: Residential (CF-1R) form and a Mandatory Measures Checklist (MF-1R) must be submitted to demonstrate compliance with California State Energy Efficiency Standards. Information on completing these forms is in Section VI.

V. DRAWINGS TO INCLUDE

Following are guidelines for minimum drawings to include on the plans for single-story additions to be reviewed for plan check by appointment or dropped off at Project Screening. For plans that must be submitted into plan review, see the Project Submittal Booklet which is available at Development Permit Information. You may also request this booklet to be mailed by telephoning (619) 446-5000. The department Web Page addresses have this under "Construction Industry." See "Development Project Submittal Information."

□ A. Plot Plan and Vicinity Map

This drawing shows the general layout of the lot and must include the following information:

1. Property lines and dimensions.

2. The existing building footprint including dimensions and distances to adjacent property lines. Include items such as eave overhangs, bay windows, fireplaces.
3. The proposed construction, noting the dimension of the exterior walls and the distances to adjacent property lines.
4. Any accessory structures and dimensions and the distances from these structures to adjacent property lines and to adjoining structures.
5. If plumbing fixtures are being installed, show the location of water and sewer lines and the location of the water meter.

For additional information, refer to Information Bulletin 122, "How to Prepare a Single Dwelling Unit Plot Plan and Vicinity Map."

□ B. Foundation Plan and Floor Framing Plan

For slab floor construction this drawing must show:

1. Size, depth, and location of footings.
2. Thickness of concrete slab.

For raised floor construction this drawing must show:

1. Location of continuous foundations and any pier footings.
2. Size and depth of footings.
3. Size of stem walls.
4. Size and spacing of girders.
5. Size and spacing of floor joists.
6. Location of crawl holes and vents.

To size floor joists, refer to Information Bulletin 133, "Roof and Floor Framing Span Tables."

□ C. Floor Plan

For additions to existing buildings, show proposed rooms and all adjoining rooms. Include the following information:

1. Designate the use and dimensions of all rooms on all floors.
2. Size and type of all windows and doors.
3. Size of headers above wall openings.
4. Location of all plumbing fixtures.
5. Location and energy output (BTUs) of all heating equipment.
6. Location and type of any vent fans.
7. Location of smoke detectors.

□ D. Cross Section Views

Information on preparing cross section views can be found in Information Bulletin 132, "How to Prepare a Typical Single-Story Framing Section." If you plan to construct exactly as shown in the Information Bulletin, you may include sheets from the bulletin in place of drawings. Be sure to complete information on size and spacing of construction members and size of foundations.

□ E. Roof Framing Plans

Sufficient information must be shown for both the existing structure and the addition to be able to determine roof loads. Include the following information:

1. Hips, valleys, ridges for both new construction and existing. Dimension both new and existing roofs.
2. Rafter and ceiling joist size and spacing.
3. Any special framing at roof area.

For information on sizing rafters and ceiling joists see Information Bulletin 133, "Roof and Floor Framing Span Tables."

□ F. Elevation Views

This is a drawing of each exterior wall from the outside of the building. Include the following:

1. Doors, windows and other openings.
2. Exterior finishes for the walls and roof.
3. Wall bracing or shear panel locations or other means of obtaining the required lateral bracing.
4. Pre-existing and finished grade with building height dimensioned to the most restrictive grade.

□ G. Connection Details

Sufficient details must be shown to clearly explain the method of construction and means of connection. Suggested shear transfer details are shown in Information Bulletin 132, "How to Prepare a Typical Single-Story Framing Section."

□ H. Truss Calculations

Whenever prefabricated trusses are included as part of the roof framing, two sets of truss calculations, stamped by a currently licensed engineer, must be presented. The truss calculation identification number must be cross referenced on the roof framing plan.

□ I. Electrical/Plumbing Plans

No electrical drawings are required for single family or duplex residential construction. Electrical requirements are checked by the Field Inspector.

The only plumbing drawings required are the plumbing fixture locations shown on the floor plans, Section V (B). Compliance with the City Water Utilities Retrofit Ordinance must be shown for new fixtures on the plans as follows:

1. Ultra low flush toilets.
2. Maximum faucet flow, 2.2 gallons per minute.
3. Maximum shower head flow, 2.5 gallons per minute.

VI. Title 24 Energy Documentation

All single-family or duplex additions or alterations are required to comply with California Energy Efficiency Standards for Low-Rise Residential Buildings contained in the California Code of Regulations, Title 24, Part 1. A number of compliance methods are de-

scribed in a Residential Manual available from the California Energy Commission, phone 1-800-772-3300.

Minimum acceptable requirements for the simplest method of meeting the requirements are shown in Table 1. You may complete the required Certificate of Compliance: CF-1R form using the information shown on Table 1. You must also show the required insulation values and dual pane windows on your plans. Also complete a Mandatory Measures Checklist (MF-1R form) by checking all the items that apply to your project.

Note that the information in Table 1 is for Climate Zone 7. Some areas of San Diego are in Climate Zone 10. At your plan review appointment you will be advised if you are located in Climate Zone 10 and will be advised of alternative shading devices that must be added to meet Climate Zone 10 requirements.

The CF-1R form and the Mandatory Measures

Table 1 - Title 24 Energy Requirements
(Climate Zone 7)

Floor Area	<101 sq ft	<1000 sq ft
Insulation:		
Ceiling	R-19	R-30
Wall	R-13	R-13
Floor	R-13	R-19
Glass:		
Type	Dual Pane	Dual Pane
Sq.Ft.	max. 50*	20% of FA*

*The area of any glass removed, as a direct result of the room addition, may be added to the 20%.

Checklist (MF-1R form) are available at the Development Services Center.

If you present energy conservation calculations for some other method of documenting energy compliance, you may be required to leave a set of plans for plan review. Normally this plan review will be completed within eight working days.

VII. THE PLAN REVIEW PROCESS

Development Services will make every effort to approve the plans for the project during the first plan review. Questions may arise that cannot be answered immediately, or it may be necessary to refer you to other agencies for approval. A comment sheet will be prepared for you detailing what you are expected to do to complete the plan review process. If the permit cannot be issued at the initial appointment, plan check and application fees must be paid. (See Section VIII, Fees.)

Once all clearances are obtained and all questions

are answered, schedule another appointment at (619) 446-5300 to complete the plan review process and receive your permit.

At your permit appointment you will be expected to present two sets of plans with all approval signatures, copies of any calculations, copies of all correction sheets, and all completed forms. You will need a third set of plans including the site plan and floor plan for the County Assessor. This set need not have approval signatures.

VIII. FEES

Plan check fees must be paid at the time of initial plan review. When the building permit can be issued at the same time, the plan check fee and combination permit fee will appear on one invoice. These fees must be paid when the permit is issued.

If your room addition is more than 500 square feet in area, school fees will be due. Projects 500 square feet and under in area are exempt. Note that for determination of whether school fees are due, the area of addition is accumulative for a one year period. If your project is in the San Diego Unified School District, you may pay school fees at the Development Services Center by separate check made payable to the "San Diego Unified School District."

If your project is located in another school district, or if you wish to pay cash, you will be directed to the School's District Office to pay school fees. You must have documentation from the Development Services Center to take to the school district for fee calculation. For estimated fee amounts for San Diego Unified School District, call (858) 637-3687. Occasionally, addition of plumbing fixtures results in a requirement for increasing the water meter size. If so, San Diego County Water Authority capacity fees will be due. These can be paid at the Development Services Center by separate check. An estimate of the fee amount will be provided when the required size of the meter is known. Upgrading the water meter usually is not required when adding only one new bathroom.

IX. WHEN THE PERMIT IS ISSUED

You will receive an Inspection Record card at permit issuance. The inspector signs this card as the construction is inspected and approved. For required inspections see Information Bulletin 120, "How to Obtain Project Inspections." If the project includes electrical work, an Electric Circuit Card will also be provided at permit time. This card must be completed for the inspector prior to calling for electrical inspection.

At permit issuance a stamped, approved set of plans will be returned to you. This set must be available for the Field Inspector. Your construction will be expected to conform to the approved plans. If it is necessary to change the plans during construction, changes must be approved at the Development Ser-

vices Center. For information on processing changes see Information Bulletin 118, "How to Process Changes to Approved Plans."

The permit is active for 180 days after the date of issuance. Scheduling and passing an inspection will extend the permit for 180 days from the date the inspection passes. Additional information on permit expiration and extensions can be found in Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."

The Inspection Record card, the approved plans, and the permit are important records and should be preserved.